

D/Pers 4759
88-4579

MEMORANDUM FOR : Executive Director

FROM : James N. Glerum
Director of Personnel

SUBJECT : Personnel Planning

REFERENCE : Memorandum from D/OP to DDCI, dated
4 Jan 82: Same Subject; ER 82-0002

1. Action Requested

None. This memorandum is for information only.

2. Background

a. The referenced memorandum advised the DDCI of the status of the Office of Personnel's effort to develop alternative ways to accomplish the objective of effective personnel planning that was embodied in the Annual Personnel Plan (APP) and Annual Personnel Report (APR). As you will recall, the APP and APR provided reporting on the following:

- | | |
|---|---|
| ° On duty strength overall | ° On duty strength of women and minorities |
| ° Gains and losses to strength | ° Reassignments |
| ° Promotions | ° Conversions to technical and professional |
| ° Counselling of poor performers | ° Rotational Assignments |
| ° Senior Officer Development Program (SODP) | |

b. The DDCI, in a handwritten notation on the original of the referenced memorandum, indicated his interest in learning how well the Agency accomplishes the original objective of the APP and APR by seeking the view of the Agency's major elements at some near future point.

3. Staff Position

a. In the interest of assisting in that task, and as a way of making the DDCI aware of the capability of the Office of Personnel (OP) to monitor most

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of the APP and APR elements, I am attaching a copy of the monthly report and analysis which I receive from my Human Resources Planning Staff. With this kind of data, we can follow trends and initiate the kinds of actions indicated in the referenced memorandum.

b. While we have been fully aware of the concerns of managers over the years about the time-consuming nature of the APP and APR, we were convinced during the lifetime of those reports, and remain convinced, that some mechanism is needed to assist Agency managers with their responsibilities for personnel management and planning. We believe we have developed a system which lends itself ideally to following the occurrences of certain key activities and the trends of these activities. Except for rotational assignments, counselling of poor performers and certain portions of the SODP, OP has the means of monitoring all the elements that were previously reported on in the APP and APR at the Agency and at the Directorate (Career Service) level.

c. We would be pleased to make these reports available to you on a regular basis. We plan to use them within OP to accomplish the objectives outlined in the referenced memorandum.

James N. Glerum

Attachment

Distribution:

- Orig - Addsec
- 1 - DCI
- 1 - DDCI
- 1 - ER
- 2 - D/OP
- 1 - Pers Planning File
- 1 - APP/APR File
- 1 - Chrono

OP/P&PS sjw (3/11/82)

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19 January 1982

ATTACHMENT

99-1

MEMORANDUM FOR: Director of Personnel

FROM :

C/HRPS/OP

25X1

SUBJECT : Update of HRMIS Statistics (December 1981)

1. Attached are ten (10) HRMIS reports from the month of December. These reports reflect current personnel trends of which you should be aware.

2. Attachment A is a graphic which shows a comparison between the number of accessions on a monthly basis in calendar year 1981 versus 1980 expressed as a percentage. The chart indicates that for this December the Agency is running 60% behind the number of accessions in December 1980. Attachment B is the same kind of chart as Attachment A, but represents the loss side of the equation instead of the gains. Attachment B indicates that the Agency is 25% below the number of losses for December 1980. Since November was 70% below last year's losses, this means there is some weakening of the negative trend. Attachment C shows the overall net effect of the gains and losses. It indicates that the Agency is growing in strength, but at a slower rate than the previous month.

3. Attachments D and E show the level of PRAs in the Agency. The charts indicate an increase in the number of Technical and Professional PRAs over the previous month and a decrease in the number of clerical PRAs. The charts indicate the gains occurred in the D, M, and R Career Services.

4. Attachments F and G show the level of retirements in the Agency. The charts indicate there has been a small increase in the number of retirements, with the majority of the retirements being professionals from the M Career Service, followed by D and R.

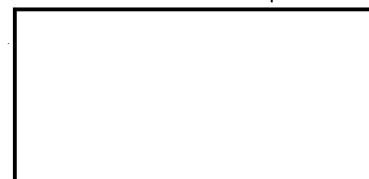
5. Attachments H and I show the level of accessions to the Agency. These charts indicate that in December the majority of accessions went to the M Career Service and were clerical employees.

25X1

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6. Attachment J shows the level of separations for the Agency and indicates that the level of separations was almost equal for the M, D, and R Career Services. It also indicates there has not been any delayed impact on the I Career Service as a result of their reorganization.

7. The charts indicate several trends which bear watching. These trends include the falling off in the number of accessions, the very low level of losses, the upward trend in the number of PRAs, and the distribution of accessions. These trends will continue to be monitored by HRPS and will be reported on as necessary.



25X1

Attachments

Distribution:

Orig & 1 - Addressee
1 - HRMIS File ✓
1 - HRPS Chrono

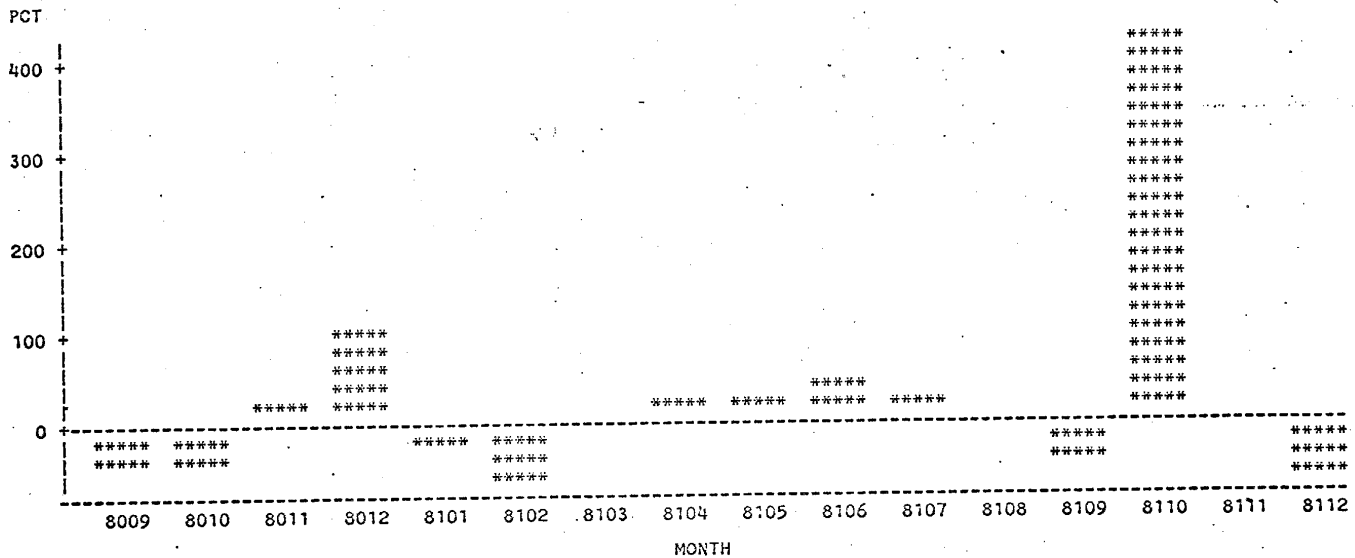
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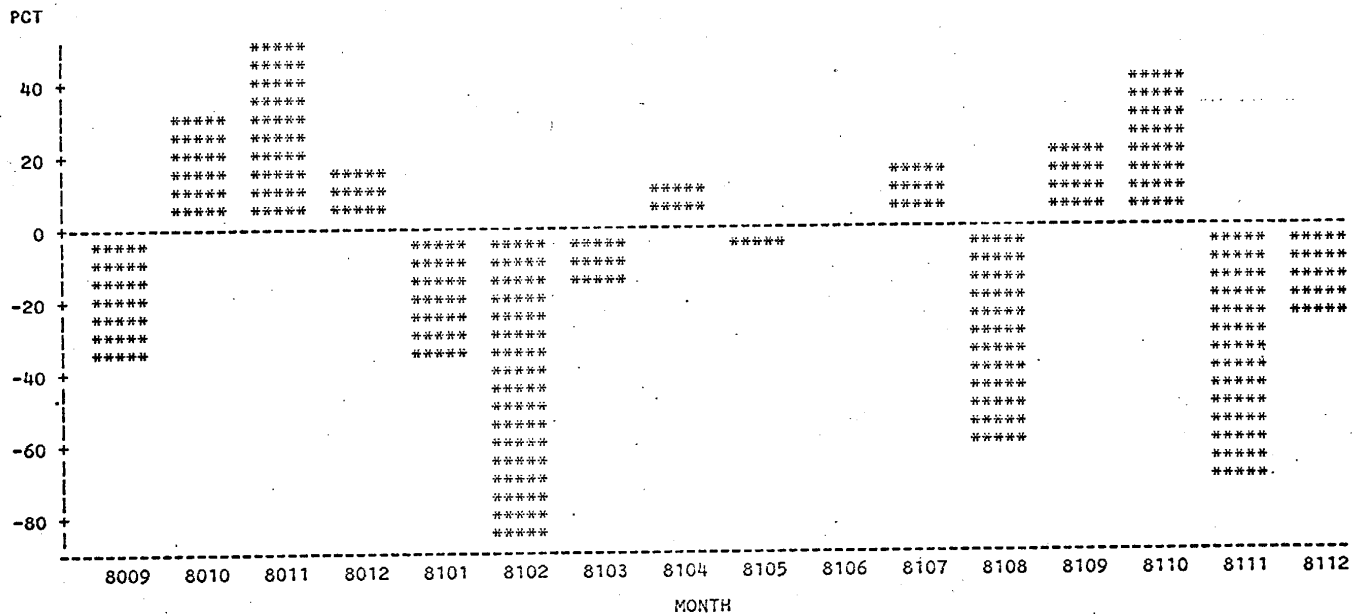
PCT CHANGE OF ACCESSIONS FROM PREVIOUS YEAR
Approved For Release 2007/01/16 : CIA-RDP92-00455R000100190006-8

BAR CHART OF PCT



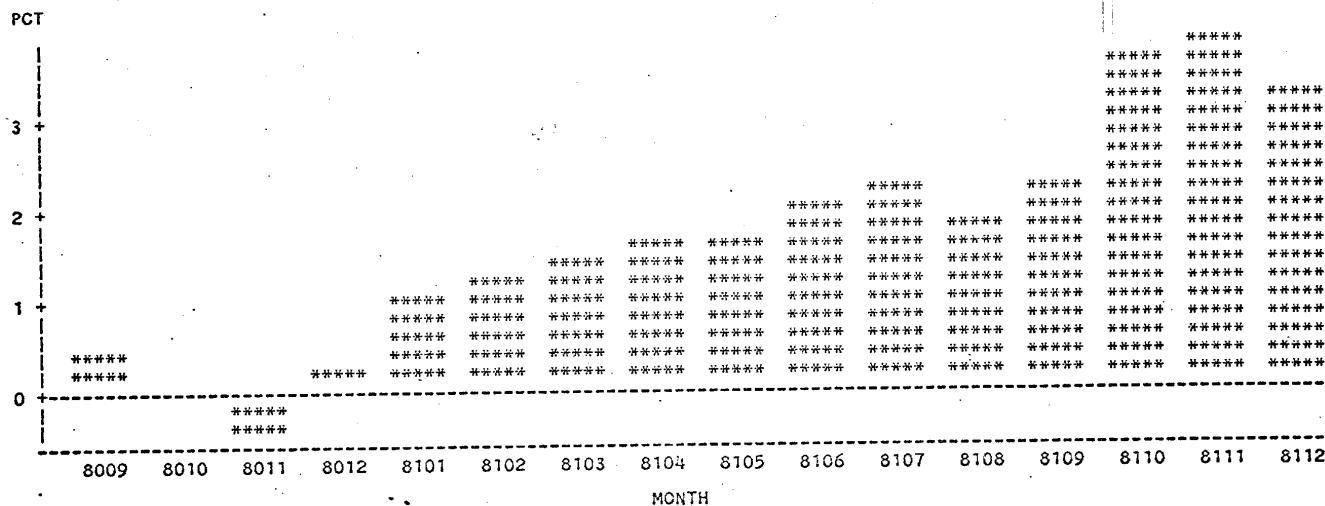
PCT CHANGE OF LOSSES FROM PREVIOUS YEAR Approved For Release 2007/01/16 : CIA-RDP92-00455R000100190006-8

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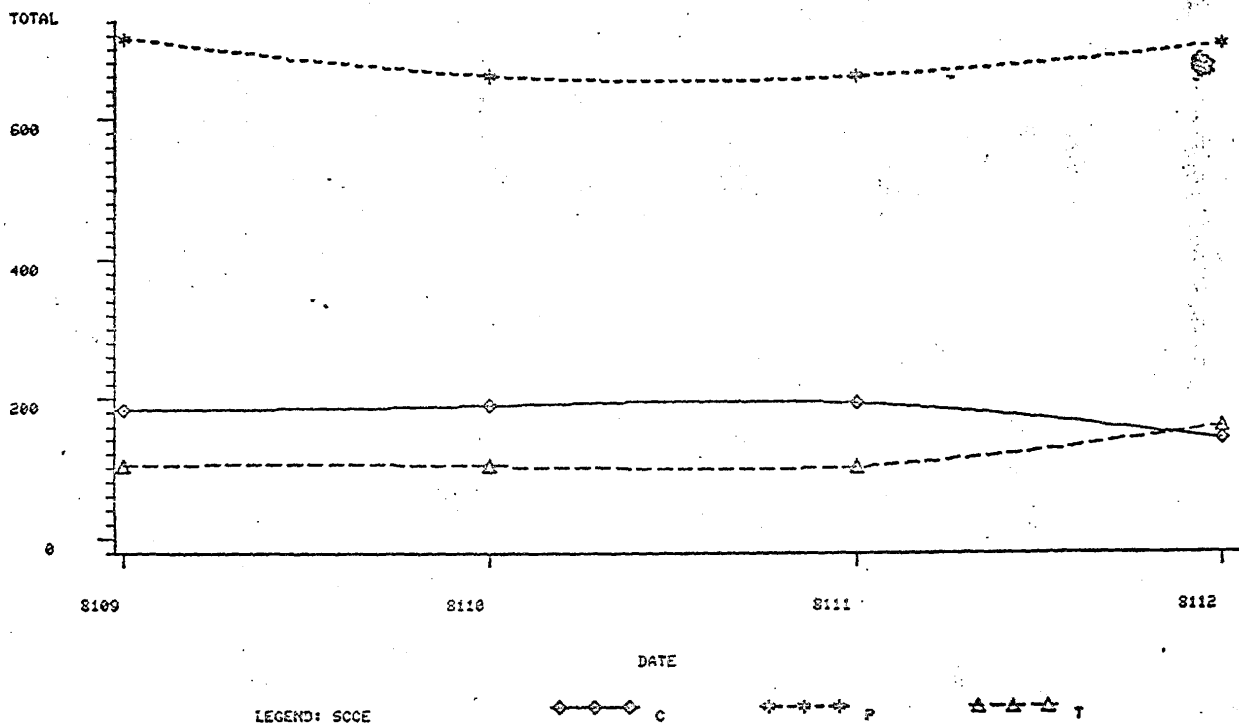
PCT CHANGE OF ON-DUTY STRENGTH Approved For Release 2007/01/16 : CIA-RDP92-00455R000100190006-8

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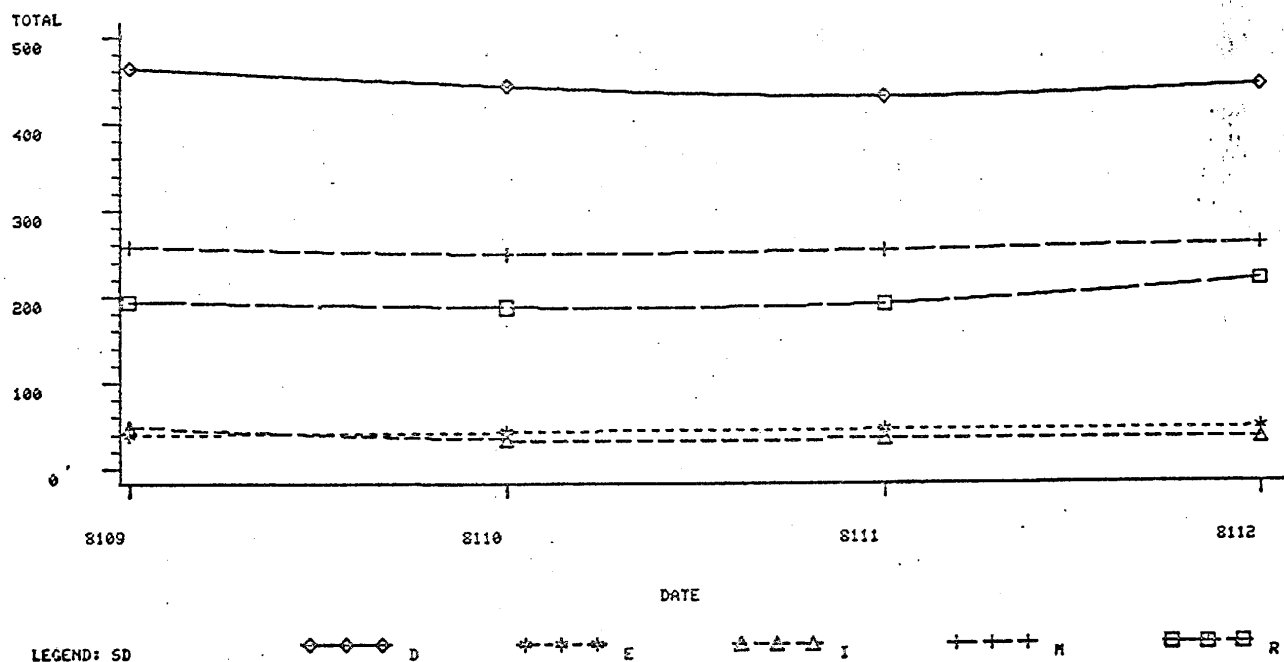
PRA BY SCCE FY-82



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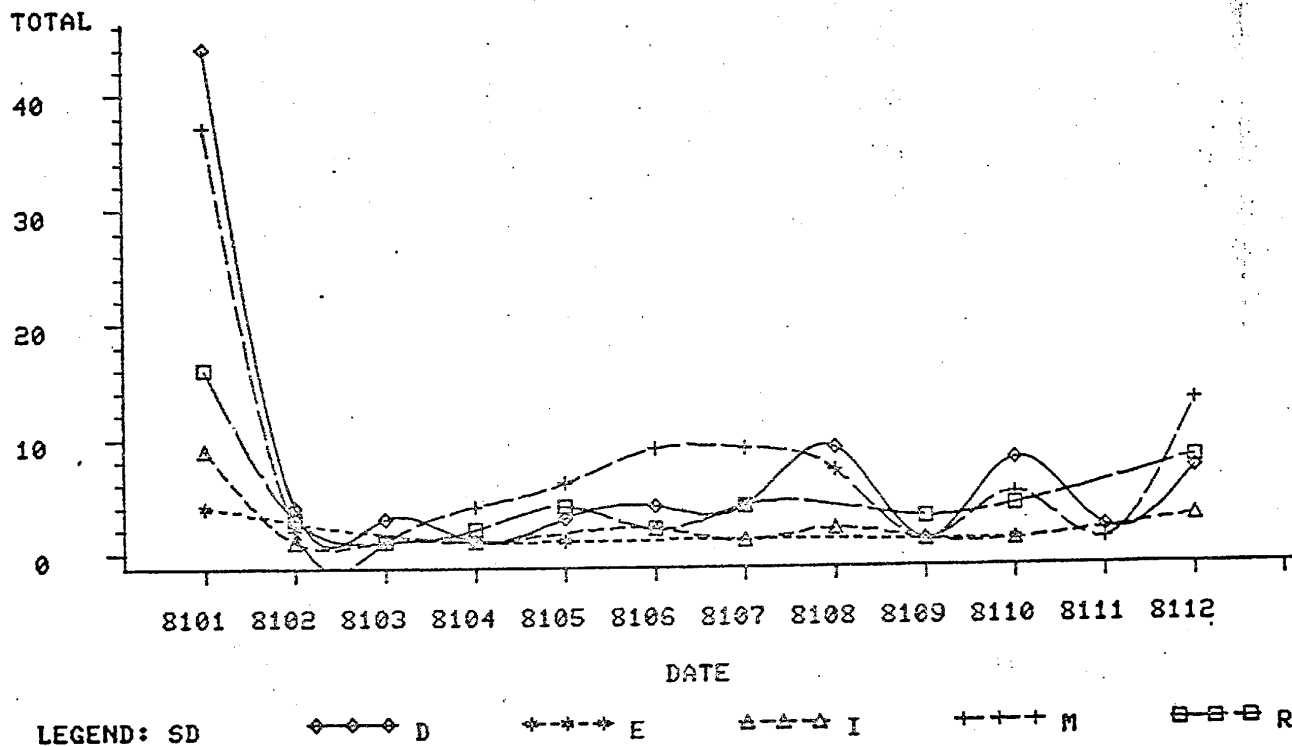
PRA BY SD FY-82



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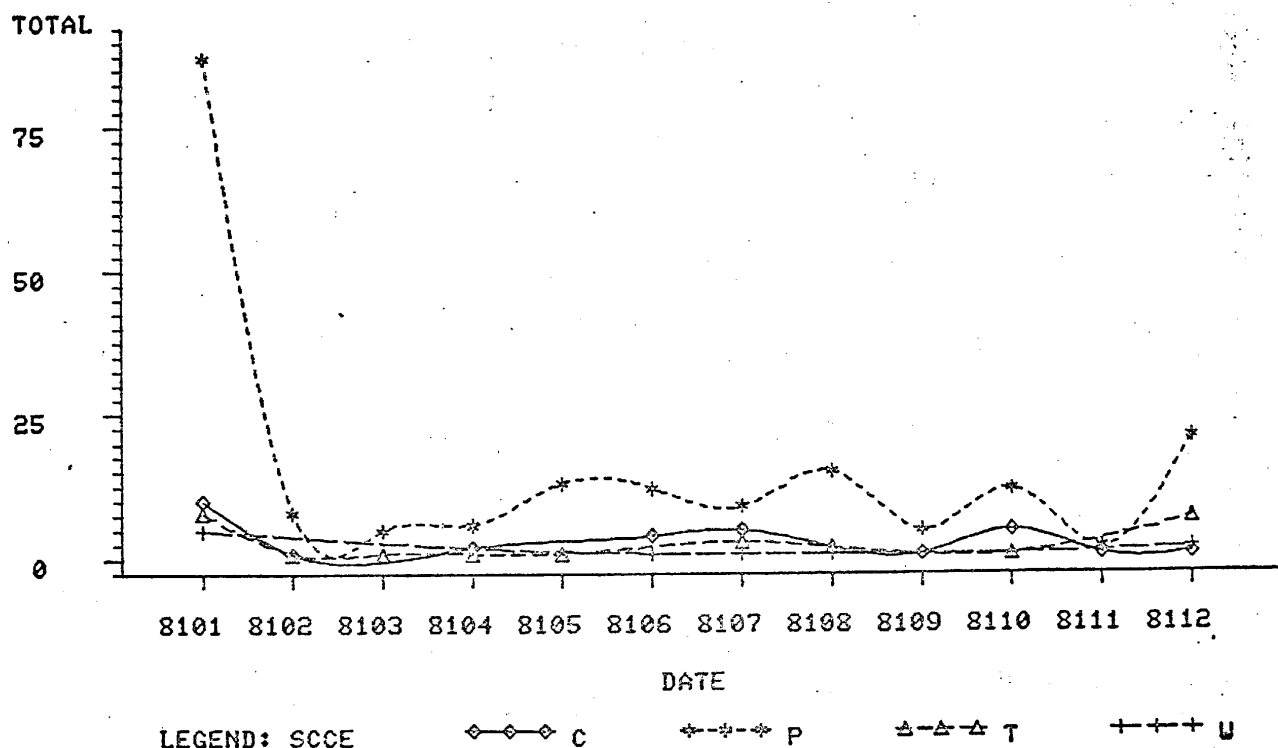
RETIREMENTS BY SD FY-81



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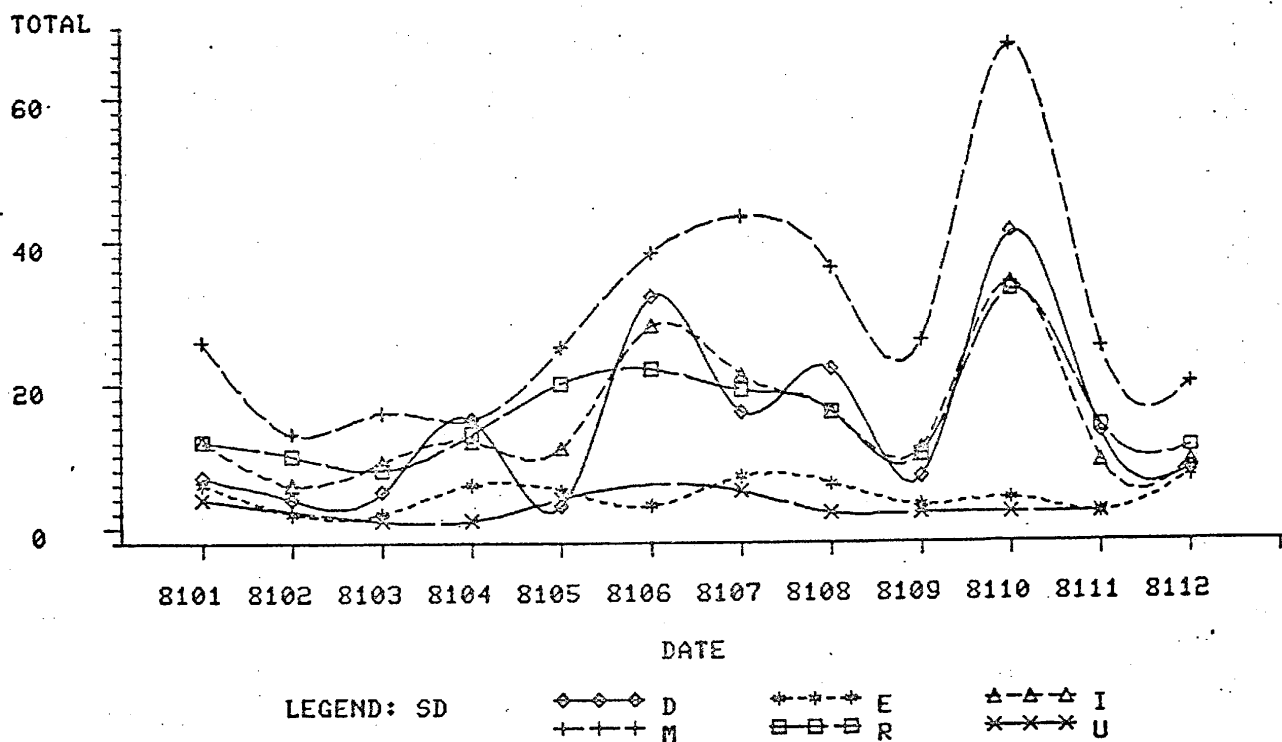
RETIREMENTS BY SCCE FY-81



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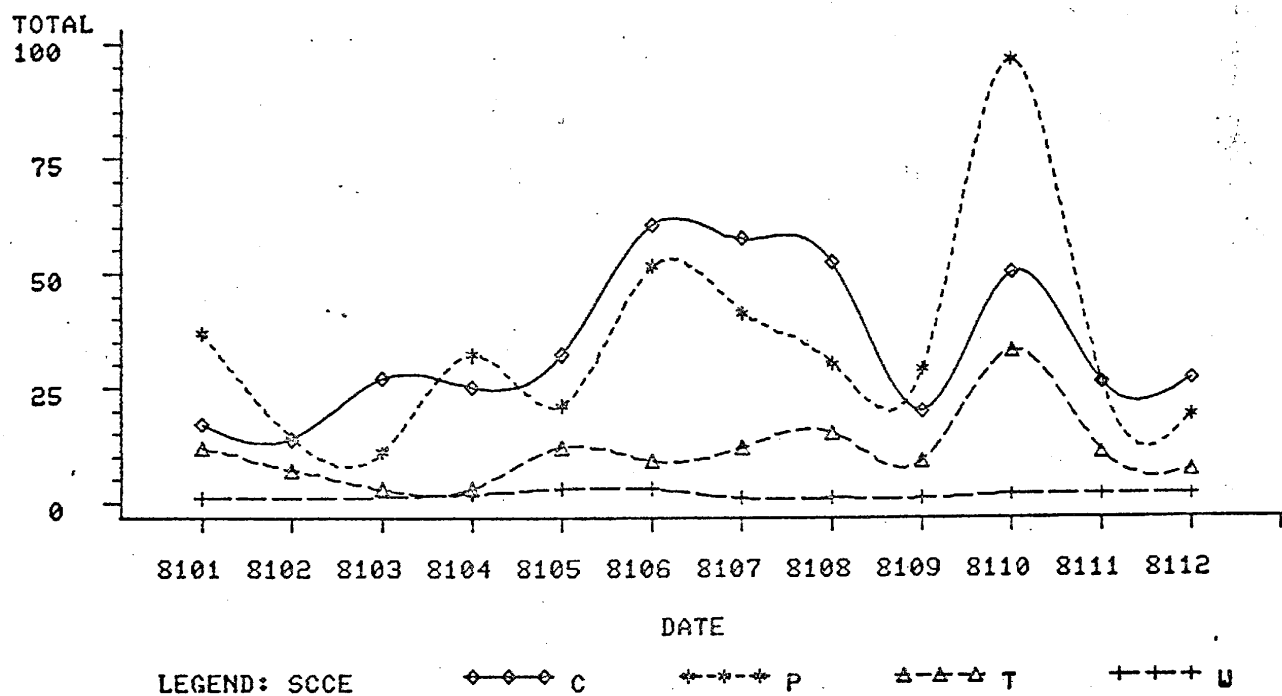
ACCESSIONS BY SD FY-81



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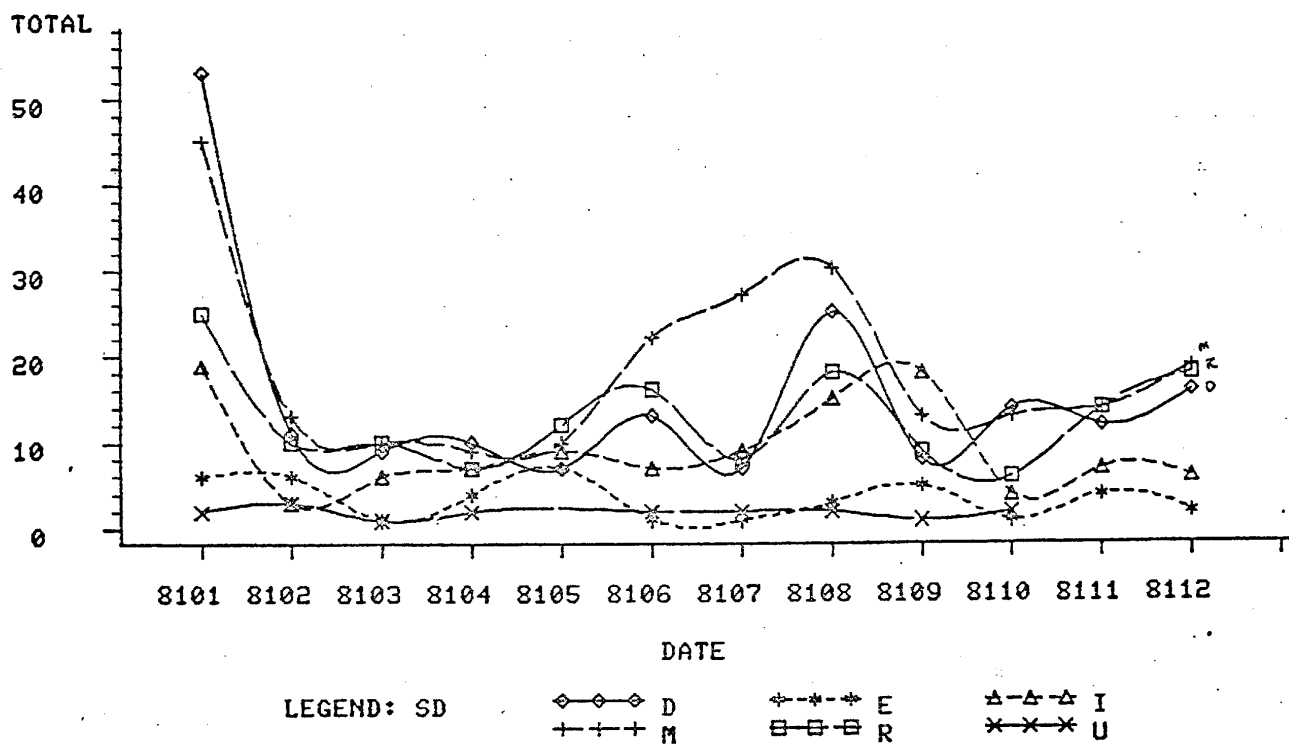
ACCESSIONS BY SCCE FY-81



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SEPARATIONS BY SD FY-81



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ROUTING AND TRANSMITTAL SLIP

Date 16 MAR 1982

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DD/PA&		
2. Mr. [Redacted]	B	
3. CIPPS		3/16
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

See [Redacted] note on Pink Router -

Mr. Glerum's agrees.

2-3. In confused
 Jail - keep top part RS, with
 a copy of memo in Per. Al
 file -

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

[Redacted]

UD/Pers

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA
 FPMR (41 CFR) 101-11.206

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Personnel Planning

FROM:

Chief, Policy and Programs Staff/OP
1006 Ames

EXTENSION

NO.

DATE

11 March 1982

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/OP/PA&E
1006 Ames

10 MAR 1982

B

2.

3. EA/D/OP
5E58 Hqs

12 MAR 1982

RDR

4.

5.

DD/OP

12 MAR 1982
DOST

6.

7.

D/OP

15 MAR 1982

C

8.

9.

10.

DD/OP

11.

12.

13.

14.

15.

Attached for signature is a memorandum to ExDir concerning assistance we can provide the DDCI in connection with the concern he expressed about our January 1982 Personnel Planning paper.

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Jim: 2 Comments:
 1) By forwarding, we are letting D.C.I. know that we are doing something
 2) At same time, memo could result in another re-action, telling us what we should be doing
 2) I had to vote, I'd leave it alone : - 3

STAT